

TITLE OF GROUP OF CLASSES:
TITLE OF CLASSES IN GROUP

PHYSICIAN ADMINISTRATOR

Class Code:

(GERIATRIC)

02923202

(GENERAL)

02923203

(PSYCHIATRIC)

02923204

Pay Grade: 41A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To direct several of the medical, surgical or psychiatric services and/or clinics at a state institution or hospital in the field of specialization indicated by the title within the group; or to direct all of the medical, surgical and related medical services including the tubercular, geriatric, and chronic special pediatric services at the Zambarano Memorial Hospital; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative and professional direction of a physician of higher rank from whom assignments are received in broad outline with wide latitude for the exercise of initiative and independent judgement, or, works under the administrative direction of a hospital administrator with whom conferences are held relative to hospital policies and objectives; work is reviewed through conferences and/or reports for conformance to policies and objectives and/or adherence to accepted medical practices and techniques.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and exercises general supervision and review over a staff of physicians, nurses and/or practical nurses, attendants, technicians, therapists and other personnel engaged in the administration of services in the field of specialization indicated by the title within the group.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

PSYCHIATRIC: To direct several of the psychiatric services and/or clinics at the Institute of Mental Health; to schedule and conduct various educational programs for staff physicians and residents in training in psychiatry, such as study programs, staff conferences and special demonstration clinics; to lecture on psychiatry and related sciences as well as on psychiatric practices, procedures and standards; or

GERIATRIC: To direct several of the geriatric services, or clinics, at the General Hospital; to organize and coordinate the activities of the geriatric services staff in the care and treatment of patients with a wide variety of diseases of the aging; to review the work of all staff members and consultative staff members rendering medical care to geriatric patients at the General Hospital; or

GENERAL: To be responsible for the provision of general medical services at a state institution; to consult with and advise staff physicians engaged in the administration of various medical problems; to conduct daily rounds; examine patients inmates or other residents; to administer and/or prescribe medical care and treatment; and to review the work of Physicians, therapists, nurses and/or practical nurses and attendants.

To consult with individual staff physicians relative to the overall clinical activities and responsibilities and their assigned services and/or clinics or wards; to provide counsel and advice on difficult, complex or special problem cases involving diagnosis, care and treatment and to recommend, where necessary, appropriate care and treatment including medications and therapies; and to assist such physicians on any other problems concerning the administration of their assigned areas of responsibility.

To direct and participate in service clinics for patients within an assigned service or clinic conducted by physicians of lower rank; to provide leadership, consultant services and advice; and to review and/or make final

decisions and/or recommendations involving diagnosis, prognosis, care and treatment, therapies, granting of privileges, trial visits or releases, or referrals to other service areas for further disposition.

To direct and coordinate auxiliary services available to patients within the assigned services and/or clinics such as physical, occupational, recreational and/or work therapy programs, and social case work services.

To promulgate and enforce rules and regulations to be followed by the medical and/or surgical and nursing staff employees.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques in the field of specialization indicated by the title within the group; a thorough knowledge of the basic drugs, medicines and medications used in the care and treatment of patients in the field of specialization indicated by the title within the group; the ability to detect, analyze, evaluate and interpret symptoms of diseases in the field of specialization indicated by the title within the group and to administer and/or prescribe appropriate preventive, corrective, ameliorative or reparative care and treatment procedures, methods and techniques; the ability to handle the most difficult or complex cases in the field of specialization indicated by the title within the group; the ability to consult with and advise subordinate staff members on difficult, complex or special problem cases and to recommend appropriate care and treatment of diagnostic procedures; the ability to plan, organize, direct, coordinate and exercise general supervision and review over a staff of physicians, nurses and/or practical nurses, attendants, technicians, therapists and other personnel engaged in the administration of services in the field of specialization indicated by the title within the group; the ability to schedule and conduct various educational programs and activities for professional staff members, including lecturing on subject matter, in the field of specialization indicated by the title within the group as well as on practices, procedures and standards relating to improved patient care and treatment; the ability to read and interpret x-ray films; the ability to establish and maintain effective working relationships with superiors and associates, patients, nurses and attendants and other institutional or hospital personnel, other agencies and institutions, community organizations and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a medical school of recognized standing supplemented by advanced study in the field of specialization indicated by the title within the group; and

Experience: Such as may have been gained through: completion of an internship in an approved hospital and completion of at least three years of residency in the field of specialization indicated by the title within the group in an approved hospital, or if there is no resident program in the field of specialization then in lieu of such residency, employment as a staff physician in the field of specialization; and employment in a responsible supervisory position as a staff physician in the field of specialization indicated by the title within the group in a hospital, institution, clinic or medical facility engaged in providing care and treatment to patients.

Special Requirement: Must meet established requirements of the Rhode Island Department of Health to practice medicine in Rhode Island; and, as required, must possess certification, or be eligible for the examination for certification, by the American Board of appropriate specialty as indicated in the title if such Board exists and must maintain the aforementioned requirements and certification as a condition of employment.

Class Revised: September 19, 1993

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